

MEETING NOTICE AND AGENDA
MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting

Monday, December 5, 2011 ■ 7:10 PM or Upon Completion of Inland Wetlands Agency Meeting

Audrey P. Beck Municipal Building ■ 4 South Eagleville Road ■ Council Chambers

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. November 21, 2011 Meeting
 - b. November 21, 2011 Special Meeting
- 4. Old Business**
 - a. **Special Permit Application For Wedding Venue (PZC File #1217-2)**
552 Bassetts Bridge Road
J. & J. Bell owner/applicant
 - b. **Special Permit Application for Building Replacement and Expansion (PZC File #937-5)**
173 Storrs Road
Natchaug Hospital owner/applicant
 - c. **Cease and Desist Order-Freedom Green (PZC File #636-4)**
 - d. **Continued Discussion of By-Laws**
(Tabled)
 - e. **Interstate Reliability Project - Discussion**
 - f. **Special Permit Application for Fill (PZC File #1306)**
28 Old Kent Road
J. James owner/applicant
(Public Hearing scheduled for 1/3/2012)
 - g. **Other**
- 5. New Business**
 - a. **Request for Subdivision Bonding Releases**
Memos from Director of Planning and Development, Assistant Town Engineer
 - **Wild Rose Estates, Files #1113-2 & #1113-3**
 - **Baxter Road Estates, File #1229**
 - b. **Special Permit Application, Addition to Eastbrook Mall & Freestanding Building (PZC File #1307)**
95 Storrs Road
New England Design/applicant
 - c. **Other**

Michael Beal ■ Binu Chandy (A) ■ JoAnn Goodwin ■ Roswell Hall III ■ Katherine Holt ■ Gregory Lewis ■ Peter Plante
Barry Pociask ■ Kenneth Rawn ■ Bonnie Ryan ■ Vera Stearns Ward (A)

6. Reports from Officers and Committees

- a. **Chairman's Report**
- b. **Regional Planning Commission**
- c. **Regulatory Review Committee**
- d. **Planning and Development Director's Report**
- e. **Zoning Agent's Report**
 - Monthly Activity Update
 - Enforcement Update
 - Other
- f. **Other**

7. Communications and Bills

- a. CL&P Public Open House at Community Center on December 8, 2011-6pm to 8pm
- b. CT Land Use Training and Certification Program schedule
- c. Other

8. Executive Session

Strategy and negotiations with respect to pending claim and litigation, Connecticut General Statutes Section 1-200(6)(B).

9. Adjournment

DRAFT MINUTES FOR THE JOINT MEETING
of the
MANSFIELD PLANNING AND ZONING COMMISSION
and
INLAND WETLANDS AGENCY
and
AQUIFER PROTECTION AGENCY
Special Meeting
Monday, November 21, 2011
Council Chambers, Audrey P. Beck Municipal Building

Members present: J. Goodwin (Vice Chairman), K. Holt, G. Lewis, P. Plante, B. Pociask, K. Rawn
Members absent: M. Beal, R. Hall, B. Ryan,
Alternates present: B. Chandy, V. Ward
Staff Present: Linda M. Painter, Director of Planning and Development

Vice Chairman Goodwin called the meeting to order at 7:02 p.m. and appointed alternates Chandy and Ward to act in members' absence.

Introduction of New Member

- Goodwin introduced and welcomed newly elected alternate Binu Chandy and thanked her for volunteering her time.

Election of Officers, jointly for the three boards: PZC, IWA, APA

- Holt MOVED, Plante seconded, to nominate JoAnn Goodwin as Chairman. MOTION PASSED UNANIMOUSLY.
- Pociask MOVED, Holt seconded, to nominate Bonnie Ryan as Vice Chairman. MOTION PASSED UNANIMOUSLY.
- Ward MOVED, Rawn seconded, to nominate Kay Holt as Secretary. MOTION PASSED UNANIMOUSLY.

Committee Appointments

Holt MOVED, Rawn seconded, to add Sustainability Committee to the list of Committee Appointments and add this committee to the agenda. MOTION PASSED UNANIMOUSLY.

By Commission consensus it was agreed that members currently serving on the following committees will remain. Vera Ward volunteered to be the PZC/IWA representative on the Sustainability Committee.

- Town University Relations Committee- Michael Beal
- Transportation Advisory Committee-Roswell Hall III
- Regional Planning Agency-Kay Holt and Ken Rawn (alternate)
- Four Corners Water and Sewer Advisory Committee-Ken Rawn and Peter Plante
- Sustainability Committee- Vera Ward

Review of By-Laws

Planning and Zoning Commission:

- Article IV, Section 3: needs to be clarified regarding when alternates participate in meetings and discussions.
- Article IX, Section 1: Painter pointed out that the Zoning Agent's Report is not listed as an Agenda Item in the By-Laws and suggested adding it. Holt MOVED, Pociask seconded, to add the Zoning Agent's Report to the By-Laws after the Approval of Minutes. MOTION PASSED UNANIMOUSLY.
- Article XI, Section 4: It was noted that there are two Section 4's and they do not read the same. Staff agreed to look back to when the change was made in order to correct this discrepancy.

Inland Wetlands Agency:

- Holt noted that wherever “Inland Wetland Agency” is mentioned or listed, the word “Wetland” is plural and needs to end with an “s”.

Chairman Goodwin asked that staff prepare a draft of the By-Laws with the changes discussed tonight, to be distributed for discussion at the next meeting.

Adjournment

Chairman Goodwin adjourned the special meeting at 7:15 p.m.

Respectfully submitted,

Katherine Holt, Secretary

DRAFT MINUTES
MANSFIELD PLANNING AND ZONING COMMISSION
Regular Meeting
Monday, November 21, 2011
Council Chamber, Audrey P. Beck Municipal Building

Members present: J. Goodwin (Chairman), K. Holt, G. Lewis, P. Plante, B. Pociask, K. Rawn
Members absent: M. Beal, R. Hall, B. Ryan,
Alternates present: B. Chandy, V. Ward
Staff Present: Linda M. Painter, Director of Planning and Development

Chairman Goodwin called the meeting to order at 7:21 p.m. Alternates Chandy and Ward were seated.

Minutes:

11-7-11- Plante MOVED, Ward seconded, to approve the 11/7/11 minutes as written. MOTION PASSED with all in favor except Chandy who disqualified herself.

Public Hearings:

Special Permit Application for Wedding Venue 552 Bassetts Bridge Road

J. & J. Bell owner/applicant, PZC File 1217-2

Chairman Goodwin opened the Continued Public Hearing at 7:22 p.m. Members present were Goodwin, Holt, Lewis, Plante, Pociask, Rawn and alternates Chandy and Ward. Ward was appointed to act and Chandy disqualified herself. Linda M. Painter, Director of Planning and Development, noted the following communications received and distributed: an undated revised Statement of Use submitted by the applicant and a 11/15/11 revised site plan; an 11/21/11 email from C. Hathway; an 11/17/11 report from L. Painter, Director of Planning and Development; an 11/17/11 memo from G. Meitzler, Assistant Town Engineer; an 11/17/11 memo from J. Jackman, Fire Marshal; and an 11/2/11 memo from G. Havens, EHHD.

Wesley and Jean Bell, the applicants, and Richard Mihok, Professional Engineer, were present. Jean Bell summarized their plans and emphasized that the reason they are applying for a Special Permit for a wedding venue is to make their farm sustainable.

Richard Mihok, reviewed the sound study, parking spaces, handicap spaces, fire apparatus turn around, driveway width, site lighting and driveway entrance lighting.

Jean Bell reviewed the phasing plan and stated that Phase 1 will include: portable toilets, parking and installation of handicapped parking; Phase 2 will include the barn addition with accessible bathrooms and the installation of the new septic system; Phase 3 will complete the barn addition and inside work, including a kitchen. She also stated that they will be eliminating the previously permitted lunch service on Friday and Saturdays but would like to have permission to serve brunch on Sundays from 9am to 2 pm.

Holt asked if a tent is still proposed. Bell responded that during Phases 1 and 2 a tent may be necessary depending on weather. Once the additions are completed in Phase 3 and the barn expanded, they will no longer need a tent. Holt also asked for clarification as to how the sound study was conducted. The applicants explained that amplified music and/or a DJ will only be used after the barn is completed, and only inside the barn.

Members questioned the hours of operation (will end at 10 p.m.), parking lot location and materials, installation of a grease trap, a timeline for each phase, and the estimated date for final completion.

Painter noted that liquor permit approvals should be addressed in any approval motion as they will need to be obtained for every event by the caterer and be signed off by numerous staff members. Painter stated that the site for the future septic system is within 500 feet of an aquifer and there will be notifications to other agencies when the Bells apply for that part of the project. She also suggested that in an approval motion it should be noted that this approval supersedes the previous approval to allow lunch on Friday and Saturday. She also stated that it was appropriate to modify the prior Special Permit to allow a brunch as part of this process because no neighborhood notification is required for modifications of Special Permits.

Lewis suggested that use of amplified music and acoustical music should be reviewed by the Regulatory Review Committee. It was suggested that perhaps labeling all music with amplification was too restrictive, and instead the use of amplified music should be defined by the town's Noise Ordinance of not exceeding a specified decibel level at the site's boundaries.

Chairman Goodwin noted no further comments or questions from the audience or commission. Plante MOVED, Holt seconded, to close the Public Hearing at 7:50 p.m. MOTION PASSED with all in favor except Chandy who previously disqualified herself.

**Special Permit Application for Building Replacement and Expansion, 173 Storrs Road
Natchaug Hospital owner/applicant, PZC File 937-5**

Chairman Goodwin opened the Continued Public Hearing at 7:51 p.m. Members present were Goodwin, Holt, Lewis, Plante, Pociask, Rawn and alternates Chandy and Ward. Ward was appointed to act and Chandy disqualified herself. Linda M. Painter, Director of Planning and Development, noted the following communications received and distributed: an 11/17/11 report from L. Painter, Director of Planning and Development; an 11/16/11 memo from G. Meitzler, Assistant Town Engineer; an 11/17/11 memo from F. Raiola, Deputy Fire Marshal.

Ed Pelletier of Datum Engineering submitted a revised set of plans dated 11/21/11 that reflect changes made based on staff reports. He highlighted the 20' exit driveway, the location of the walkway leading to the main building, the inclusion of two rain gardens that will collect water from the roof drains, and the additional plantings.

Jim Rose, Rose Construction, stated that the new building will be a wood-framed, pre-fab, 5,000 square-foot building on a slab. Rose distributed renderings of the building and showed color samples of the building's exterior walls and roof which are to match those of the existing buildings.

Pociask questioned using a burgundy metal roof and the potential for fading. He also questioned the location of utilities. Rose responded saying that the manufacturer warrants no fading, electrical utilities will be underground, mechanicals will be installed in the attic, and the HVAC units will be outside the building by the parking lot. He noted that there will be one exterior lighting pole with two downward facing heads, one light on the porch ceiling for the entryway to the offices, and one wall pack operated by a switch (or possibly a timer) between the two overhead doors.

It was noted that the HVAC units were not shown on the plans. This will be a condition in any approval motion.

Chairman Goodwin noted no further comments or questions from the audience or commission. Holt MOVED, Pociask seconded, to close the Public Hearing at 8:12 p.m. MOTION PASSED with all in favor except Chandy who previously disqualified herself.

Old Business:

None.

New Business:

a. **Request for Modification to expand retail use into storage area, Mansfield Center General Store - 534 Storrs Road, Keleigh Shumbo and Lisa Rich owners/applicants, PZC File 481**

Chairman Goodwin disqualified herself, and Holt was appointed acting Chair for this item. Keleigh Shumbo discussed her request for the need to separate the antiques shop from the general store. After a brief discussion, Pociask MOVED, Rawn seconded, that the PZC authorize the Zoning Agent and PZC Chairman to approve the request for building modification as described in the 11/7/11 application and depicted on the submitted 11/7/11 floor plan. This approval does not authorize the display of any additional signage at this time. MOTION PASSED with all in favor except Goodwin who was disqualified.

b. **New Special Permit Application for Fill, 28 Old Kent Road, J. James owner/applicant, PZC File 1306**

Holt MOVED, Pociask seconded, to receive the Special Permit application, File #1306, submitted by Samuel Schrager, for the filling of earth material, on property located at 28 Old Kent Road, owned by James James, as shown on plans dated 11-9-11, and as described in other application submissions, and to refer said application to the staff for review and comment, and to set a Public Hearing for January 3, 2012. MOTION PASSED UNANIMOUSLY.

c. **Letter of Support for Livability Solutions Technical Assistance Application**

Painter stated that the Town has decided not to apply for this grant, noting that today it was announced that HUD awarded Mansfield the 2011 Sustainable Communities Grant in the amount of \$610,000. This year HUD received over \$500 million in funding requests from communities in all 50 states, the District of Columbia, and Puerto Rico for the \$96 million in available funding. Mansfield was one of only 27 communities in the United States awarded this opportunity.

d. **Interstate Reliability Project - Discussion**

Painter distributed a power point printout that was presented to the Town Council in August. She asked that members review the power point prior to the next meeting and be prepared to discuss it then.

Reports from Officers and Committees:

It was noted that the next Regulatory Review Committee meeting will be on Wednesday, November 30th at 1:15 p.m. in Room B.

Communications and Bills: Noted.

Executive Session:

Strategy and negotiations with respect to pending claim and litigation, Connecticut General Statutes section 1-200(6)(B).

Holt MOVED, Ward seconded, at 8:40 p.m. to enter into Executive Session to discuss the pending court case of Bruce and Franca Hussey vs. Town of Mansfield Planning and Zoning Commission MOTION PASSED UNANIMOUSLY. Members present were Goodwin, Holt, Lewis, Plante, Pociask, Rawn and alternates Chandy and Ward. Also present were Dennis O'Brien, Town Attorney; and Linda M. Painter, Director of Planning and Development.

Plante MOVED, Holt seconded, at 9:28 p.m. to end the Executive Session. MOTION PASSED UNANIMOUSLY.

Adjournment: Chairman Goodwin adjourned the meeting at 9:29 p.m.

Respectfully submitted,

Katherine Holt, Secretary

TOWN OF MANSFIELD
DEPARTMENT OF PLANNING AND DEVELOPMENT

LINDA M. PAINTER, AICP, DIRECTOR

Memo to: Planning and Zoning Commission
From: Linda M. Painter, AICP, Director of Planning and Development
Date: December 1, 2011 *LMP*
Subject: Bond release requests:
1. Baxter Road Estates Subdivision, PZC File #1229
2. Wild Rose Estates Subdivision, Phase I and II, PZC File #1113-2 and 1113-3

1. Baxter Road Estates Subdivision, PZC File #1229

On November 02, 2007, KMC, LLC., posted a \$5,000 cash bond to ensure appropriate construction of the common driveway for lots 9, 10, and 11, associated drainage, sediment and erosion work, site restoration and revegetation of disturbed areas along the driveway. Required work has now been completed. Work has been inspected and found acceptable by the Assistant Town Engineer (see 12/1/11 report from G. Meitzler) and it is now appropriate to release the bond.

It is recommended that the Director of Planning and Development be authorized to take appropriate action to release \$5,000 plus accumulated interest that has been held to ensure suitable completion of the Baxter Road Estates Subdivision common driveway and associated improvements for lots lot 9, 10, and 11.

2. Wild Rose Estates Subdivision, Phase I and II, PZC File #1113-2 and 1113-3

Following the Town Council's 12/10/07 acceptance of Jonathan Lane and Blake Lane as Town Roads, the PZC reduced the maintenance bond to \$10,000 to ensure all landscaping and trail work remained in acceptable condition after the spring of 2009. The public improvements recently were inspected and found acceptable by the Assistant Town Engineer (see 12/1/11 report from G. Meitzler). Accordingly, it is now appropriate to release the bond.

It is recommended that the Director of Planning and Development be authorized to take appropriate action to release \$10,000 plus accumulated interest that has been held to guarantee for a period of one year all improvements in the Wild Rose Estates Subdivision, Phase I and II.

Memorandum:

December 1, 2011

To: Planning & Zoning Commission
From: Grant Meitzler, Assistant Town Engineer
Re: Bond Release Status

This list of comments on these two subdivisions date from a May 10, 2010 memorandum that noted outstanding work items came for release or renewal.

By my inspections today and last week, I believe all these items have been taken care of and release is appropriate.

Crossen - Baxter Rd Subdivision - May 10, 2010

Shared drive closest to north end of subdivision:

1. some seeding is needed to establish grass in bare areas along edges of shared drive.

Shared drive second from north end of subdivision:

2. some seeding needed along this shared drive.

Crossen - Jonathan Lane - May 10, 2010

1. Large retention pond next to the Cedar Swamp has bare banks in places that still need seeding to establish grass growth.
2. there are bare areas along the road edge side of swales along much of roadway.
3. There are bare areas at the cul-de-sac at the end of Blake Lane and along the edges of the shared drive running from Blake Lane. Need reseeding to establish growth.
4. smaller retention pond - bank reseeding needed to establish grass growth.
5. On Jonathan Lane from Blake Lane towards Mansfield City Rd, seeding along edges between swale and roadway is needed to establish grass growth.
6. On Jonathan Lane through curve leading to the existing barn there is a steep slope that is bare except for tree plantings that needs reseeding to establish grass growth.

RECEIPT OF APPLICATION FOR A SPECIAL PERMIT:

_____, move and _____ seconds to receive the

Special Permit application (file #1307)

submitted by East Brook F, LLC

for a building addition and new free standing building

on property located 95 Storrs Road

as shown on plans dated 12-1-11

as shown and described in application submissions, and to refer said application to staff and committees, for review and comments and to set a Public Hearing for 1-3-11.

PAGE
BREAK

SPECIAL PERMIT APPLICATION

(see Article V, Section B of the Zoning Regulations)

Mansfield Planning and Zoning Commission

File # 1307
Date 12-1-11

1. Name of development (where applicable) EAST BROOK MALL
2. Proposed use of the property is RETAIL
in accordance with Sec.(s) L of Article VII (Permitted Use provisions) of the Zoning Regulations

3. Address/location of subject property EAST BROOK F, LLC
- Assessor's Map _____ Block _____ Lot(s) _____ Vol. 648 Page 344

4. Zone of subject property PB-1 Acreage of subject property 27.6

5. Acreage of adjacent land in same ownership (if any) 0

6. APPLICANT EASTBROOK F, LLC
(please PRINT) George Lee Signature [Signature]
Street Address 360 Bloomfield Ave Telephone 860-683-9000
Town WINDSOR, CT Zip Code 06095

Interest in property: Owner ☒ Optionee _____ Lessee _____ Other _____

(If "Other", please explain) _____

7. OWNER OF RECORD: EASTBROOK F, LLC
(please PRINT) George Lee Signature [Signature]
(OR attached Purchase Contract _____ OR attached letter consenting to application _____)
Street Address 360 Bloomfield Ave Telephone 860-683-9000
Town WINDSOR, CT Zip Code 06095

8. AGENTS (if any) representing the applicant who may be directly contacted regarding this application:

Name TBL COMPANIES Telephone 203.630.1406
Address 355 RESEARCH PKWY, MERIDEN Zip Code 06450
Involvement (legal, engineering, surveying, etc.) ENGINEERING, WETLANDS DELINEATION, LANDSCAPE ARCHITECTURE
Name _____ Telephone _____
Address _____ Zip Code _____
Involvement (legal, engineering, surveying, etc.) _____

(over)

9. The following items have been submitted as part of this application:

- ☒ Application fee in the amount of \$ _____
- ☒ Statement of Use further describing the nature and intensity of the proposed use, the extent of proposed site improvements and other important aspects of the proposal. To assist the Commission with its review, applicants are encouraged to be as detailed as possible and to include information justifying the proposed special permit with respect to the approval criteria contained or referenced in Article V, Section B.5.
- ☒ Site plan (6 copies) as per Article V, Section B.3.d
- ☐ Site plan checklist including any waiver requests
- ☒ Sanitation report as per Article V, Section B.3.e
- ☒ Acknowledgement that certified notice will be sent to neighboring property-owners, as per the provisions of Article V, Section B.3.c (use Neighborhood Notification Form).
- ☒ As applicable for projects within the watershed of the Willimantic Reservoir, acknowledgement that certified notice will be sent to the Windham Water Works, as per the provisions of Article III, Section I.
- ☒ As applicable for projects within State designated aquifer protection areas, acknowledgment that the Commissioner of Public Health will be notified as per the provisions of Article III, Section I. The State Department of Public Health's on line form (www.dph.state.ct.us/BRS/Water/Source_Protection/PA0653.htm) shall be used with a copy of the submittal delivered to the Planning Office.
- ☒ Other information (see Article V, Section B.3.g). Please list items submitted (if any):
ARCHITECTURALS, DRAINAGE REPORT, TRAFFIC STUDY, O&M DOCUMENT

10. **ALL APPLICATIONS, INCLUDING MAPS AND OTHER SUBMISSIONS, MUST COMPLY WITH ALL APPLICABLE SECTIONS OF THE ZONING REGULATIONS, INCLUDING, BUT NOT LIMITED TO:**

- Art. X, Sec. E, Flood Hazard Areas, Areas Subject to Flooding
- Art. V, Sec. B, Special Permit Requirements (includes procedure, application requirements, approval criteria, additional conditions and safeguards, conditions of approval, violations of approval, and revisions)
- Art. VI, Sec. A, Prohibited Uses
- Art. VI, Sec. B, Performance Standards
- Art. VI, Sec. C, Bonding
- Art. VII, Permitted Uses
- Art. VIII, Dimensional Requirements/Floor Area Requirements
- Art. X, Sec. A, Special Regulations for Designed Development Districts
- Art. X, Sec. C, Signs
- Art. X, Sec. D, Parking and Loading
- Art. X, Sec. H, Regulations regarding filling and removal of materials
- Art. X, Sec. S, Architectural and Design Standards

APPLICATION FOR PERMIT MANSFIELD PLANNING AND ZONING COMMISSION

STATEMENT OF USE

This project consists of a 14,528 square foot addition to the existing Eastbrook Mall main structure which is 261,053 square feet and development of one out-parcel on the northeast corner of the property with a 3,200 square foot building. As part of the out-parcel development a wetland crossing across the Saw Mill Brook is necessary for connectivity to the main mall building. The addition to the main building will be located on the northern end. It is planned to accommodate a single retailer. The building will be located in the area of existing parking. To maintain travel the limit of disturbance to the north will be moved approximately 41 feet towards the property line. A gravity retaining wall will be erected to maintain all construction and grading activity on site with no needs for grading easements. The addition will not encroach on the side yard.

The revised building coverage will be 23.8% which is below the allowable of 25%.

Parking with zone PB-1 is ultimately up to the decision of the Commission. According to the regulations and calculations provided on SP-1 for parking, there are a required 1,130 required parking spaces. The plan presented provides 993. Although this is below the requirement field investigation completed on this Black Friday shows that over 250 spaces remained unused at the peak shopping time of noon. It is may be possible to provide the additional parks, but the disturbance to slopes and buffers would not be suitable for parking that is likely to be unneeded. The design team will present options with increased parking that can be incorporated in the approval for future construction if decided to be needed by the Commission. Pictures of the unused parking portions will be presented.

A traffic study has been completed and is included with the documentation provided. No traffic issues or decreases in levels of service are anticipated in the traffic report calculations or narrative.

Stormwater management designed on Sheet GD-1 and analyzed in the drainage report shows no increase in the rate of discharge runoff and an increase in the water quality being produced and discharged into Saw Mill Brook. Infiltration, detention, vegetated slopes and other low impact development practices and BMPs' are used to mitigate stormwater runoff.

The water service and sanitary are all supplied to site so no wells or septic systems are required. These services will be installed according to local authorities and will be compliant with the Public Health Code.

APPLICATION FOR PERMIT MANSFIELD PLANNING AND ZONING COMMISSION

SANITARY REPORT

DOMESTIC WATER AND FIRE SERVICE

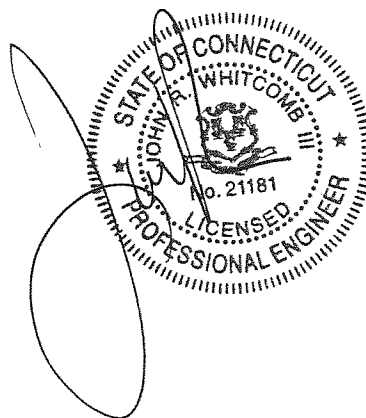
This project consists of a 14,528 square foot addition to the existing Eastbrook Mall and development of one out-parcel on the northeast corner of the property. The addition will be served by the existing water service already located within the structure. The water is all supplied by the local authority. The water for the out-parcel will be connected to the existing main within Storrs Road in accordance with Windham Water Works and the Department of Health Standards.

SANITARY SERVICE

The addition will be connected internally to the existing sanitary laterals for the main mall building in accordance with the building codes, the local sanitarian and department of health, and the local WPCA. The out-parcel will be connected to the existing collector sanitary sewer located within Storrs Road (SR 195). This connection will be made in accordance with the State of Connecticut Public Health Code and the local WPCA requirements.

Conclusion

In conclusion, the proposed development shall comply with local jurisdictions and the Public Health Code for domestic water, fire service and sanitary sewers.



Operations and Maintenance Plan

Eastbrook Mall Mansfield, Connecticut

Prepared For Submission To:
Town of Mansfield

BL Project Number: 11C3904

Prepared For:
Eastbrook F LLC.

Prepared By:
BL Companies

**355 Research Parkway
Meriden, Connecticut**
(203) 630-1406 Fax (203) 630-2615

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General Overview

The following Operations and Maintenance Plan was prepared specifically for this proposed office building in Mansfield, Connecticut. The Plan was developed to satisfy the Connecticut Department of Environmental Protection's requirements for the *Stormwater Management Plan for the General Permit for the Discharge of Stormwater Associated with Commercial Activity*.

Purpose & Goals

The purpose of this Manual is to ensure that the office building is operated in accordance with all approvals and permits. The primary goal is to inform all the property managers about how the system operates and what maintenance items are necessary to protect downstream wetlands and watercourses. The secondary goal is to provide a practical, efficient means of maintenance planning and record keeping to verify permit compliance.

Responsible Parties

Eastbrook F LLC. will be responsible for implementing the Plan on the entire property. The party will retain a management company to oversee the maintenance of the entire facility.

Some utilities located on the site will be owned and maintained by the various utility companies in accordance with their standards. United Services, Inc. may maintain the service connections.

List of Permits & Special Conditions

The project will receive a number of permits, which may contain special conditions that require compliance by the owners, tenants, and maintenance contractors. These permits may include the following:

- Connecticut Department of Transportation Encroachment Permit
- Connecticut General Permit for the Discharge of Stormwater Associated with Construction Activity

Maintenance Logs and Checklists

The tenants and Eastbrook LLC. within the facility will keep a record of all maintenance procedures performed, date of inspection/ cleanings, etc. Copies of inspection reports and maintenance records shall be kept on site in the particular tenants manager's offices once they are established.

Forms

The following forms will be developed for annual maintenance. Copies of the forms will be kept on-site as part of the Storm Water Management Plan.

- Annual Checklist
- Quarterly Checklist

- Monthly Checklist

Employee Training

All tenants that occupy this office building will have an employee-training program, with annual up-dates, to ensure that the employees charged with maintaining the office building do so in accordance with the approved permit conditions. All tenants that have maintenance duties will be adequately informed of their responsibilities. All sub-contractors (Vactor, landscaping, snowplowing, etc.) will be informed of special requirements and responsibilities.

Spill Control

United Services Inc. will have a spill control program. That program will be updated annually and incorporated into the employee-training program.

Storm Water Management

System Components

The storm water management system has several components that are shown on the Grading and Drainage Plan (GD-1), and they perform various functions in treating storm water runoff:

Catch Basins are inlets, which trap road sand and floatable debris prior to draining through the storm sewer system. The catch basins (CBs) are equipped with 2' deep sumps, and hoods over the outlet pipes.

Catch Basins

United Services Inc. is responsible for cleaning the catch basins on the property. A Connecticut Licensed hauler shall clean the sumps, and dispose of removed sand legally. The road sand may be reused for winter sanding, but may not be stored on-site. As part of the hauling contract, the hauler shall notify United Services Inc. in writing where the material is being disposed.

Each catch basin shall be inspected every four months, with one inspection occurring during the month of April. Any debris occurring within one foot from the bottom of each sump shall be removed by truck mounted vacuum ("Vactor") type of maintenance equipment.

During the inspection of each of the catch basin sumps, the hoods (where provided) on each of the outlet pipes shall also be observed. In the event that a hood is damaged or off the hanger, it shall be reset or repaired.

Underground Infiltration System

The underground infiltration system pipes shall be inspected every six months in the months of April and October. Each of the inspection manholes provided shall be opened and visually

checked from the surface. Observation of grit inside of the detention pipe shall be noted and any deposits found to be 2 inches or more, as measured from the invert of pipe, shall be cleaned and removed. The underground pipes qualify as a Confined Space under OSHA regulations, and any maintenance involving entry into the pipes should comply with OSHA Confined Space Entry Regulations.

After the first year of operation, each hydrodynamic separator shall be inspected as a minimum, three times yearly with one inspection occurring in the month of April in the same manner as described above for the first season of operation. Any accumulations found to be occurring within one foot of the water surface shall be removed from the separator and properly disposed of off-site. Also, any floating material discovered during inspections shall be removed from the structure.

A detailed maintenance logbook shall be kept for each structure. Information is to include, but not be limited to, the date of inspection, record of grit depth, condition of baffles, observation of any floatables, and date of cleaning performed.

Swales/Aboveground Infiltration System

Grassed drainage swales/infiltration areas shall be checked for and cleaned of trash, excessive sediment, other debris and erosion on a monthly basis. Maintain the swales/infiltration areas as meadow during growing season. A detailed maintenance logbook shall be kept with information including, but not be limited to, the date of inspection, record of grit depth, condition of vegetation, observation of any floatables, and date of cleaning performed.

Site Maintenance

Parking Lots

Parking lots and sidewalks shall be swept as necessary by the management company retained by United Services Inc. to clean trash and other debris. The management company retained by United Services Inc. will sweep parking lots on its property in the spring to remove winter accumulations of road sand.

Landscaping

The management company retained by Eastbrook LLC., or tenants, will maintain landscaped areas. Normally the landscaping maintenance will consist of pruning, mulching, planting, mowing lawns, raking leaves, etc. Use of fertilizers and pesticides will be controlled and limited to minimal amounts necessary for healthy landscape maintenance.

Soil tests, possibly by the Connecticut Cooperative Extension Service, will be performed prior to fertilization. Trees will be fertilized no more than once in the Fall season with an organic fertilizer. Shrubs will be fertilized with an organic slow-release fertilizer each spring. Lawns shall receive a minimum of one application of fertilizer in the Fall. Liming of lawn areas to control pH will be done in the spring if testing indicates that it is necessary. The low-maintenance slopes will not be fertilized following initial planting and stabilization.

The lawn areas, once established, will be maintained at a typical height of 3 ½". This will allow the grass to be maintained with minimal impact from weeds and/or pests. The low-maintenance areas will be maintained as a meadow or allowed to revert back to natural conditions.

Due to this site being inside an Aquifer Protection Area, natural pest control methods shall be attempted prior to resorting to pesticides. Pesticides will only be used as a control method when a problem has been clearly identified and the other attempted natural control methods are not successful. The pesticides shall be natural as opposed to chemical whenever possible. All pesticide applications shall be by licensed applicators, to prevent over usage or misuse, where necessary. As outlined in the Town of Mansfield Aquifer Protection Regulations, no storage, mixing or loading of pesticides may take place onsite.

Topsoil, brush, leaves, clippings, woodchips, mulch, equipment, and other material shall be stored off site.

Trash Collection

All trash will be contained in litter/recyclable receptacles or dumpster enclosures. All dumpsters will be equipped with covers. All trash will be collected on a regular basis and disposed of legally off-site.

Maintaining Native Vegetation

Existing vegetation around the perimeter of the development will be maintained in its native condition. No clearing, grading, stockpiling, storage, or development will occur in these areas.

Outdoor Storage

There will be no outdoor storage of hazardous chemicals, de-icing agents, fertilizer, pesticides, or herbicides anywhere around the office building.

Clean wooden pallets and baled cardboard may be stored outside. These items will be removed from the site on a regular schedule.

All tenants within the office building shall conform to all the storage requirements listed above.

Deicing and Snow Removal & Storage

The use of salt and/or chemicals for deicing, snow melting and other related winter weather management is strictly prohibited due to the location of this site being inside an Aquifer Protection Area. Clean sand may be used to aid traction. Snow shall be shoveled and plowed from sidewalk and parking areas as soon as practical during and after winter storms. Sand accumulation shall be removed from the site at the end of the winter season or appropriate time when seasonal snow has melted. Alternative deicing methods must be submitted prior to use onsite for review to the Town of Mansfield for approval.

Utilities

Sanitary Sewer System

On-Site Collection Sewer: The management company retained by Eastbrook F, LLC. will annually inspect the manholes within the on-site sewer system on the property, and check for debris and blockage. Any low-flow lines with accumulations will be cleaned with water-jetting.

Water System

The on-site service will be maintained by Eastbrook F, LLC. will be responsible for maintaining the domestic service line to the building, fire hydrant laterals, and hydrant on-site.

Electric\Telephone System

The electric system will be owned and maintained up to the transformers by Northeast Utilities Service Company. Eastbrook F, LLC. will maintain the secondary lines from the transformers to the buildings. The telephone system will be owned and maintained by AT&T up to the building.

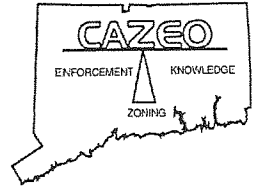
Site Lighting

Eastbrook F, LLC. is responsible for maintaining the parking lot and building-mounted lights on the property.

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Town of Mansfield



CURT B. HIRSCH
ZONING AGENT
HIRSCHCB@MANSFIELDCT.ORG

AUDREY P. BECK BUILDING
4 SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3341

Memo to: Planning and Zoning Commission
From: Curt Hirsch, Zoning Agent
Date: December 1, 2011

MONTHLY ACTIVITY for November, 2011

ZONING PERMITS

<u>Name</u>	<u>Address</u>	<u>Purpose</u>
Cutlip	50 Highland Rd.	enclose carport
Haddad	129 Conantville Rd.	barn
Mansfield housing Authority	Holinko Estates	covered entryways
Spencer	28 Deerfield La.	12 x 16 shed
Ward	45 Spring Hill Rd.	enclosed porch
Bartock	289 Stafford Rd.	20 x 21 addition
Spring Hill Properties	Lot 15, Beacon Hill Dr.	1 fm dw

CERTIFICATES OF COMPLIANCE

Berthelette	11 Lodi Dr.	2-car garage
Langdo	17 Maplewood Dr.	enlarge porch
Cepelak	43 Sawmill Brook La.	barn
Rich	42 Fern Rd.	garage & shed additions
Kelley	57 Marybell Dr.	shed

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**Connecticut
Light & Power**
A Northeast Utilities Company

The Connecticut Light and Power Company
P.O. Box 270
Hartford, CT 06141-0270
(860) 947-2000

www.cl-p.com

News Release

Contacts: Janine Saunders
Office: (860) 665-3390

Media Advisory: CL&P to Host Public Open House

BERLIN, Connecticut, November 30, 2011 – Connecticut Light & Power (CL&P) has rescheduled a public open house for residents living in eastern Connecticut to learn more about the proposed transmission upgrade, the Interstate Reliability Project, to Thursday, December 8, 2011. This event was originally scheduled for September 14, and later was rescheduled to November 3, 2011. Both dates were changed as a result of CL&P restoration activities associated with extreme weather.

Date, time and location:

Thursday, December 8, 2011, drop in anytime from 6:00 to 8:00 p.m.
Mansfield Community Center
10 South Eagleville Road
Mansfield, CT

The proposed Interstate Reliability Project is designed to improve the reliability of the transmission system serving eastern Connecticut and the southern New England region. The project route begins in Lebanon and continues through Columbia, Coventry, Mansfield, Chaplin, Hampton, Brooklyn, Pomfret, Killingly, Putnam and Thompson, and then extends through National Grid's service areas in Rhode Island and Massachusetts.

The December open house is the second of two regional events held by CL&P to update residents on the project and receive their meaningful feedback. The first open house was held in Danielson on August 23, 2011. At the open houses, members of the CL&P project team are on hand to provide information and answer residents' questions about the project.

The open house schedule changes are not expected to affect the overall project schedule. An application for the project will be filed with the Connecticut Siting Council later this year, and the regulatory approval process is expected to take from 12 to 18 months. Construction is expected to begin in late 2013 or early 2014, pending approvals of the project's siting plans and permit applications.

For additional information on the Interstate Reliability Project, part of the New England East-West Solution (NEEWS), please visit www.NEEWSprojects.com, or call 1-866-99NEEWS (1-866-996-3397).

#

The Connecticut Light and Power Company (CL&P) has been part of everyday life in Connecticut for more than 100 years, providing safe and reliable electric service to homes, neighborhoods and businesses. With 1.2 million customers in 149 cities and towns, CL&P is improving the environments you live in, by offering programs in energy conservation, economic development and environmental stewardship. CL&P is a Northeast Utilities company (NYSE: NU). For more information, please visit www.cl-p.com, like us on Facebook at [facebook.com/CTLightandPower](https://www.facebook.com/CTLightandPower) and follow us on Twitter@[CTLightandPower](https://twitter.com/CTLightandPower).

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YOU'RE INVITED! Last Call!

The Second Series of the Connecticut Land Use Training and Certification Program

Conducted by the training staff and graduates of the
Land Use Leadership Alliance Training Program

Sessions are Free of Charge but seating is limited!

Join us for interesting conversation and a light lunch as we continue this initiative that supports community leaders facing local land use challenges.

Session Options:

Back to Basics – A Foundation for Administering Your Regulations – includes sources of jurisdiction, meeting procedures, understanding the site plan, biodiversity conservation. Whether you are new to the board or commission or interested in deepening your understanding of the land use system, this session sets the stage for defensible land use decisions. **Friday, December 2, 2011.**

Balancing Economies and Ecology – tools for sustainable development, protection of water quality and quantity through low impact development and flexible zoning techniques. **Saturday, December 3, 2011.**

Planning for an Engaged Community – includes meeting management, collaborative processes, and revising the Plan of Conservation and Development as a template for community action **Friday, December 9, 2011.**

Working Lands, Open Space – from food security to recreation, preservation of working lands and open space help define a community's vision of itself. This session examines the economic, cultural, and ecological value of maintaining open space and working lands and preservation techniques for farmland, land trusts, and environmentalists. **Saturday, December 10, 2011.**

All sessions are held from 10:00am to 3:00pm at the Woodbridge Town Library, Meetinghouse Road, Woodbridge, Connecticut.

Select one, two, three, or all four of the Sessions. ***Please mark which sessions you would like to join*** and return this form by email, fax, or mail to Ann Marie McCoy, Pace Land Use Law Center, 78 North Broadway, White Plains, NY 10606, amccoy@law.pace.edu, p: (914) 422-4262, f: (914) 422-4011

